

**U.S. Mission to Tunisia**

**JOB ANNOUNCEMENT # 03 /11**

February 2, 2011

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**SUBJECT:** P/E Foreign Assistance Coordinator / MEPI Administrator

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**OPEN TO:** Current Employees of the Mission, US Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Member of Household (MOH)-All Agencies

**POSITION:** P/E Foreign Assistance Coordinator / MEPI Administrator, FSN-8 / FP-6\*

**OPENING DATE:** February 2, 2011

**CLOSING DATE:** February 16, 2011

**WORK WEEK:** 40 hours/week

**SALARY:** Ordinarily Resident: TD 21,408 per year (Position is graded at the full performance level of Grade: FSN-8)  
\*Not-Ordinarily Resident: US \$ 44,737 p.a. (Starting Salary)  
(Position Grade: FP-6 is confirmed by Washington)

**DEPENDING ON QUALIFICATIONS & EXPERIENCE, THE US MISSION RESERVES THE RIGHT TO HIRE SELECTED CANDIDATE AT A LOWER TRAINEE GRADE LEVEL.**

**NOTE:** ALL APPLICANTS WHO ARE NOT FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Tunis is seeking an individual to fill the position of P/E Foreign Assistance Coordinator / MEPI Administrator in the Political/Economic Section (Pol/Econ).

**BASIC FUNCTION OF POSITION:**

Serves as P/E Foreign Assistance Coordinator and Middle East Partnership Initiative (MEPI) Administrator. Duties involve budget and program planning, administrative support, project management, and coordination between multiple parties, including NGO, GOT, and USG representatives, contractors, and the Tunisian and American private sectors. Establishes and maintains relationships pertinent to MEPI, Pol/Econ, and other programs and sections.

**A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 71-107-320 or 71-107-172.**

**REQUIRED QUALIFICATIONS:**

**Education:** A university degree in humanities, social sciences, physical sciences, or business is required.

**Experience:** Three years of administrative or project experience is required.

**Language:** Level IV (Advanced Proficiency) in English, French and Arabic speaking/reading/writing is required.

**Skills and Abilities:** Must have good communication and organizational skills.

**SELECTION PROCESS:**

When equally qualified, Appointment Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The applicant's sponsor must have more than 10 months remaining on his/her tour at this post at the time of selection.

**TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (DS-174); or a current resume or curriculum vitae that provides the same information as a DS-174; plus
2. Candidates who claim US veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**Do not attach a photo to the application; if applications are received with photos, the photos will be discarded. Incomplete applications will not be considered.**

**SUBMIT APPLICATION TO:**

E-mail: [TunisApplicants@state.gov](mailto:TunisApplicants@state.gov)

Fax: 71-107-080

Regular mail:

Human Resources Office  
American Embassy Tunis  
Les Berges du Lac  
1053 Tunis, Tunisia

**DEFINITIONS:**

1. U.S. Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. citizen; and,
- EFM (see below) at least 18 years old; and,
- Listed on the travel orders of a direct-hire foreign, civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse or same sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

### **CLOSING DATE FOR THIS POSITION: February 16, 2011**

The US Mission in Tunisia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted, Approved and Cleared in accordance with Post Regulations

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